



## PHASE 3 PROMOTION ADVERT FOR NON -TEACHING STAFF 6<sup>TH</sup> NOVEMBER, 2024

The University wishes to continue on promoting members of staff but in Phases for FY 2024/2025. The 3<sup>rd</sup> Phase has 13 slots only and is for staff members in Grades 1-4.

The advertisement has taken into account sustainability, affordability, Staff Establishment and the staff experience.

Members of staff are requested to consult the Mksu Recruitment and Promotion Criteria for the additional requirements that are not indicated below as they respond to the advert.

### A. GRADE 5/6

Those members of staff in Grade 3 /4 and with more than six (6) years' experience

1. Waiter I - 1 Position
2. Senior Office Assistant - 1 Position
3. General Clerk I - 1 Position
4. Assistant Office Administrator II - 1 Position

### B. DRIVERS GRADE 5/6

Those members of staff in Grade 3 /4 and with more than six (6) years' experience

- Driver/Mechanic - 2 Positions

### C. GRADE 3/4

Those members of staff in Grade 1/2 with Certificate and experience

- Office Assistant - 5 Positions

### D. GRADE 3/4

Those members of staff in Grade 1/2 with Certificate and experience

- Library Attendant I - 1 Position

### E. GRADE 3/4

Those members of Staff with K.C.S.E and have experience

- Accounts Clerk - 1 Position



All applications be addressed to;

The Deputy Vice-Chancellor  
Administration, Planning and Finance  
Machakos University  
P. O. BOX 136 - 90100  
MACHAKOS

So as to be received not later than Wednesday 20<sup>th</sup> November, 2024. Any canvassing will lead to automatic disqualification.

*This advert supersedes the earlier one dated 5<sup>th</sup> November, 2024.*



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